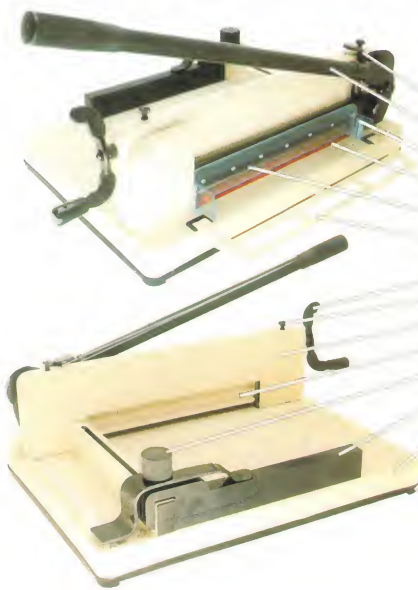


Guillotine Stack Paper Cutter User Manual

Safety Guidelines

- > Operator should read the entire manual before attempting to use the cutter
- > Never place hands below the blade, always use the included blade holder when changing the blade
- > Do not attempt to cut any material other than paper
- > Keep away from children. Store cutter with blade down, clamp down, and handle removed.

Cutter Diagram & Parts



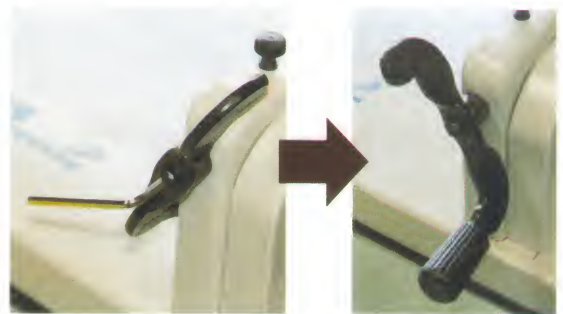
NOTE: Your cutter may vary slightly.

Safety Button
Blade Handle
Protective Cover (Clear)
Cutting Stick (Red)
Blade
Tray
Clamp Handle
Assembly Removal Screws
Assembly Cover
Clamp
Fence Knob
Repeat Cut Fence
Base
Foot



Initial Assembly

1. Remove the cutter from the box and place on a flat surface.
2. You may need to reverse the clamp handle using the included Allen wrench. See photo to the right.
3. Attach the cutting handle by sliding it over the rod. The handle doesn't attach in any way keeping it easy to remove



Operation

1. Rotate the clamp handle counter clockwise to lift the clamp
2. Lift the blade handle to raise the blade to max height, the rear safety button should engage.
3. Move the fence to your desired cutting length, and insert paper square against side and back fences.
4. Rotate the clamp handle clockwise to tighten the paper. It needs to be clamped very tightly to keep the paper from shifting while being cut.
5. Push the safety button while lowering the blade handle
6. Firmly press the blade handle all the way down until the blade strikes the red cutting stick.
7. Raise the blade and clamp to remove your cut paper

Maintenance

All moving parts with screws should be checked periodically to be sure the screws are tight. They may become loose in the process of transportation. Users should also check and tighten the screws after more than 200 cutting cycles. All moving parts should be lubricated periodically to maintain performance and equipment life.

Replacing The Feet

The cutter has 4 molded plastic feet, one at each corner. These feet keep the cutter from slipping and keep it level. These feet can be broken during shipping, or if the cutter is dropped. We have included one extra foot just in case of shipping damage, but we are happy to send more. Please contact us within 5 business days of receiving your cutter to let us know you need replacement feet. If feet are later damaged by accident we do have them available for purchase as well. The feet can be attached by a screw or by an adhesive film, simply pull the broken foot off and attach the new one in its place.

Replacing The Cutting Stick

The cutting stick is the red surface that the blade contacts during the cutting process. It can be turned or rotated and used twice on each side, 8 times altogether. If the last piece of paper in the stack is not cut through cleanly, and the blade adjustment has been adjusted properly, the cutting stick should be turned, rotated or replaced. To remove the stick, look on the underside of the cutter body and locate 2 screws that go into the side of the cutting stick. Remove the screws and pop the cutting stick out through the top.

Replacing The Blade

The cutting blade is made of heat-treated high-carbon steel and is designed for repeated use. However, over time the blade will become dull, and not perform to the highest standards. Cutting heavy paper or cardboard will dull the blade more quickly than thinner paper stock. A dull blade will not cut accurately. To remove the blade, place the blade holder under the blade and lower the blade until it rests on the holder. Remove the screw holding the blade in place, then raise the blade mechanism which will leave the blade sitting in the holder.

The blade can be sharpened by a professional sharpening service for knives, lawn mowers, swords, and more. The blade can also be replaced with a new blade.

Support / Warranty / Shipping Damage / Replacement Parts

If your cutter arrived damaged, or you have a warranty claim, **DO NOT CONTACT AMAZON/EBAY**. HFS will take care of all issues through our website. We also have videos available and updated information on design changes and common questions about the cutter. Please go to the following website:

[www. HardwareFactoryStore.com/paper—cutter—support/](http://www.HardwareFactoryStore.com/paper—cutter—support/)

The limited-warranty period on our cutters is 1-Year from Date of Purchase. The warranty does not cover blades, feet, knobs, cutting sticks, safety pins, or customer negligence. Shipping damage claims must be submitted within one week of receiving the product. Returns are accepted within 30 days of date of purchase, no exceptions.

Contact Us

If you have any further questions, please first visit the following website:

[www. HardwareFactoryStore.com/paper—cutter—support/](http://www.HardwareFactoryStore.com/paper—cutter—support/)

If the above website doesn't help you may contact us at the following page:

[www. HardwareFactoryStore.com/contact—us/](http://www.HardwareFactoryStore.com/contact—us/)